

Professional Administrative Staff Council (PASC)
University of Northern Colorado

Retreat Minutes
July 13, 2005

Representatives in attendance: Nancy Gray, Scott McLean, Lori Brachtenbach, Montez Butts, Julie Posselt, Corey Edwards, Jane Graff

Other attendees: Vince Carter, Jenna Finley (these individuals will need to be voted on at the next council meeting to officially become a PASC Representative).

Representatives absent: Chris Peterson, Woody Meyers, Eric Applegate, Michele Tyson

1. Welcome and Introductions

McLean welcomed everyone to the retreat and then allowed Jay Hinrichs, Director of Athletics, to speak with the council about the relationship with athletics. He explained that there are plenty of fundraising opportunities for the council during the athletic events.

2. PASC Overview

- a. Gray gave a brief overview on parliamentary procedures, specifically Robert's Rules of Order. Regular PASC meetings will be conducted in adherence to these rules.
- b. No additional changes or comments were added to the June Council's meeting minutes.
- c. Gray explained the difference between the operating vs. the scholarship accounts for PASC.
- d. An updated Treasurer's report will be given by Peterson at the next regularly scheduled PASC meeting.

3. PASC Committees and Liaisons

The following **Internal Council Committee** assignments were accepted:

- **Bylaws & Elections:** Posselt, Butts
- **Communications:** Brachtenbach, Meyers, Carter
- **Elections:** Butts, Tyson, Brachtenbach
- **Salary Equity:** Gray, Lamborn (Joan Lamborn, professional staff, had previously expressed interest in working on the Salary Equity Committee.)

The following **Events and Programming Committee** assignments were accepted:

- **Brown Bag:** Griffin (Jen Griffin, professional staff, had previously expressed interest in working on the Brown Bag Lunch Series.)
- **Employee of the Year:** Edwards, Posselt
- **Fall Event:** McLean
- **Governance Social:** Gray, McLean
- **Grants & Scholarships:** Edwards, Finley
- **Recognition Event:** Edwards, McLean, Finley (It was noted that Deb Holman and Nancy Kauffman, professional staff have previously expressed interest in working on the Recognition Event.)
- **Community Service:** Brachtenbach, Tyson, Peterson (It was noted that Lori Reinsvold, Deb Holman and Sandi Coleman, professional staff, had previously expressed interest in helping with Community Service projects.)
- **Fundraising:** Peterson, McLean

The following **Liason and Ex-Officio Representative assignments** were accepted:

- **Alumni Association:** Tyson (lead), Edwards (alternate)
- **Board of Trustees:** Gray
- **Bookstore Advisory Council:** Butts
- **Faculty Senate:** Posselt
- **Parking Advisory:** Butts (lead), Graff (alternate)
- **President's Planning Council:** McLean
- **Student Representative Council:** Carter
- **State Personnel Employees Executive Council (SPEEC):** Brachtenbach
- **UC Advisory Board:** Butts

4. Discussion Topics

- **Goals for 2005-2006**

1. The council would like to re-examine the orientation given to employees specifically exempt employees.
2. A brochure and stationary is needed for PASC. The brochure was started last year but never completed. The Communications committee will be taking a look at both of these items.
3. A goal of \$2,000.00 was set for fundraising; the council would be able to increase the amount of the scholarship and professional development grant.
4. Form concrete collaborations with the other governance groups specifically on the Salary Equity Committees.

▪ **Fundraising Possibilities**

1. Providing 4 cash handlers, 8 people to sell programs for the Athletics department at all home football games and perhaps at others also i.e. basketball, volleyball.
2. Sell a more ferocious Bobble-Head Bear at these games or raffle them at another event (provided PASC is able to get a State Raffle License).
3. Help with the SPEEC year-end garage sale.

▪ **Promotions**

The council would be interested in promoting PASC to the campus thru marketing and perhaps being the exclusive seller of the UNC Bobble-Head Bear.

5. Future Meetings

It was agreed that monthly PASC meetings would be set for the second Wednesday of each month from 11:30-1:00pm in the UC Council Chambers beginning with the August 2005 meeting.

6. Adjourn

The retreat was adjourned at 11:30am.

Respectfully submitted,

Lori A. Brachtenbach
PASC Secretary